



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General Fiscal Office/Premium Tax Div. Security Deposit Division 720 West Tower, Floyd Bldg, 7th Fl. 200 Piedmont Avenue Atlanta, Georgia 30334	Application Number <b>83-71</b>	Date Received FEB 21 1983
Application Number	Working Title Sr. Secretary-Typist	Date Completed MAR 2 1983	Telephone Number 656-2131
2. Person to Contact Loretta Cook			
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office, if different) Quarterly Premium Tax Returns GID-12A Audit Copies		
7-1-76 Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Comptroller General is responsible for regulating insurance companies and administering insurance-related laws; supervising and licensing loan companies making loans of \$2,500.00 or less; and enforcing the State's Fire Safety laws and Mobile Home Sales Regulations. The Fiscal Office is responsible for maintaining accounts, budget and payroll records and information. The Premium Tax Division is responsible for maintaining tax returns for insurance companies. Security Deposit Division is responsible for maintaining security deposits for insurance companies.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Filing of Quarterly Premium Tax Returns by insurance companies licensed to do business in Georgia. Included are: Form GID-12A  File is arranged: By Validation Date per quarter or by quarter only without validation date.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2 5X8 Files</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Life Co. Case Files and Casualty Co. Case Files</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                             |
|--------------------------|--------------|-----------------------------------|-----------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ <u>1</u> _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.                |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.                |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area until after <sup>State</sup> audit; then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2-17-83	<i>Fred Anderson</i>	2-18-83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	2-25-83
		Secretary of State/Designee <i>Edward Anderson</i>	2/24/83
		Attorney General/Designee <i>[Signature]</i>	2-1-83

ITEM 25.

Cut off files at end of calendar year, then

- A. Transfer Fire and Casualty, Title, Fraternal and Non-Profit Association Companies Files to the State Archives, then hold for 25 years.
- B. Hold Life Insurance Companies Files in the current files area 1 year, then transfer to the State Archives, then hold for 24 years.

At the end of the 25 year period after cut off, the State Archives will destroy files for all foreign companies (i.e. companies domiciled in States other than Georgia). Files for all domestic companies (i.e. companies domiciled in Georgia) will be retained permanently in the State Archives.